

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Reassignment <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqrs. <input type="checkbox"/> Field	4. Employing Office Location Twin Cities	5. Duty Station	1. Agency Position No. R301001
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests	9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6. OPM Certification No.
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Special Sensitive <input type="checkbox"/>	13. Competitive Level Code	14. Agency Use
15. Classified/Graded by	Official Title of Position		Pay Plan	Occupational Code	Grade
a. U.S. Office of Personnel Management	Department of Interior, PP/LE Retirement Team Specialist		GS	0401	9
b. Department, Agency or Establishment	U.S. Fish and Wildlife Service				
c. Second Level Review	Approval Date: April 19, 2001				
d. First Level Review	Prescribed Fire Specialist		GS	0401	9
e. Recommended by Supervisor or Initiating Office					
16. Organizational Title of Position (if different from official title)			17. Name of Employee (if vacant, specify)		

18. Department, Agency, or Establishment Department of the Interior	c. Third Subdivision
2. First Subdivision U.S. Fish and Wildlife Service	d. Fourth Subdivision
b. Second Subdivision Region 3	e. Fifth Subdivision
19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.	Signature of Employee (optional)

Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature _____ Date _____	Signature _____ Date _____

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position
Standard Position Description R301001
General Biological Science, GS-401 Series Defin
Forestry Series, GS-460, 6/65, TS-57 12/79, TS-

Typed Name and Title of Official Taking Action R. Anderson Personnel Management Specialist		Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	
Signature <i>R. Anderson</i>	Date <i>4/5/01</i>		

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks Full Performance Level: GS-9	Supervisor Copy Employee copy OPF(L) Copy Classification Copy
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PRESCRIBED FIRE SPECIALIST

GS-401-09

Introduction

The incumbent of this position serves as a staff specialist as a Refuge Prescribed Fire Specialist in the Region. The purpose of the position is to provide technical advice and guidance to staff regarding prescribed fire activities. The incumbent integrates prescribed fire, smoke management, fuels modification principles and procedures, fire effects knowledge, and knowledge of scientific data collection and analysis principles into a comprehensive prescribed fire program for an individual station and/or a prescribed fire district (group of stations).

Prior experience in wildland firefighting is required (**mandatory prerequisite**) in order to carry out the duties and responsibilities of this position. Such experience includes service in a primary firefighting (6c) position.

Major Duties

The incumbent functions under the general direction of the supervisor and serves as the technical staff specialist for the planning and implementation of the stations' prescribed fire program.

Develops and recommends plans and schedules for the management ignited fire activities for the refuge or prescribed fire district. On large and complex burns, personally implements and directs burns, as qualified. Uses input from the refuge interdisciplinary team, annual objectives, and management direction to develop and recommend long-term and annual schedule of burns.

Plans and develops a program which collects information on the effects and behavior of prescribed fire. Uses this information to assist the Fire Management Officer in the development of short-term fire management objectives and strategies.

Plans and directs studies which monitor and analyze fire behavior parameters which include rate of spread, fire intensity, and fire weather for prescribed fires and wildfires. Compiles, evaluates and prepares reports on data obtained, and uses this data to support the development of fire plans.

Plans and directs surveys for the collection, analysis, and documentation of data relating to fire effects on biotic and abiotic resources.

Uses BEHAVE, RXWINDOW, and other specialized computer programs to predict fire behavior under a variety of conditions.

Evaluates the prescribed fire program to better meet program goals by refining prescription treatments and monitoring methods, and by integrating applicable technical and scientific advancements.

Plans and implements prescribed burn operations in accordance with safety-related laws, policies and guidelines, including the Occupational Safety and Health Act, Departmental and Service policies and guidelines, and National Wildfire Coordinating Group guidelines

Responsible for ensuring a cadre of qualified prescribed fire overhead. Recommends personnel for training, provides formal in-house training, and provides field training assignments to qualified individuals.

Plans and conducts fuels management surveys to document presence or absence of hazardous amounts of fuel. Uses this information to prioritize prescribed burns and to determine natural fire zone boundaries.

Responsible for record keeping associated with burn planning, fire occurrence reporting, and fire weather.

Identifies areas of fire management requiring research. Works with research scientists in the development of project statements to accomplish this research.

Factors:

1. Knowledge Required by the Position Level 1-6 950 points

Knowledge of the techniques, policies, and practices of wildland fire management as obtained through experience as a wildland firefighter.

Experience as a firefighter having performed work directly concerned with the control and extinguishment of fires sufficient to conduct a program to provide protection for refuge resources and values from wildfires and prescribed fires.

Professional knowledge of the effects of fire on natural resources, knowledge of fire ecology principles as they apply to local fuel and vegetation types, fire research methods and procedures, and fire behavior and weather relationships.

Knowledge and comprehension of the laws, policies and guidelines pertaining to safety such as national and agency policies and guidelines, 10 Standard Fire Orders, 18 Watchout Situations, and other related fire safety guidelines, including OSHA and NWCG guidelines.

Knowledge of the principles, limitations, uses and development of prescriptions for prescribed burns and burning techniques.

Knowledge of neighboring agency and State land management policies and practices.

Thorough knowledge of fire behavior monitoring and documentation techniques, and the ability to work safely around all fire situations and in unfamiliar terrain.

Knowledge of the methods of fire behavior modeling, including the development of fuel models, the generation of fire behavior predictions, and the methods of integrating fire behavior predictions into the fire planning process.

Knowledge of methods for the collection, storage retrieval, and analysis of results from fire effects monitoring activities.

Knowledge of related disciplines sufficient enough to recognize interrelationships of issues and other specialized issues.

Knowledge in the use of computers and the proven ability to utilize a variety of specific fire management computer software packages including BEHAVE, RXWINDOW, Firefamily, smoke modeling systems, etc.

Skill in recognition and mitigation of a variety of miscellaneous hazards encountered within the wildland fire environment and other work environments, i.e., aviation, mechanized equipment, and hazardous materials.

Skill in oral and written communication.

2. Supervisory Controls

Level 2-3 275 points

Work is assigned by outlining objectives, overall policies, and deadlines. Following concurrence, the incumbent is expected to implement programs independently, relying on personal knowledge and abilities to formulate methods and approaches. Programs are reviewed to determine that objectives are being met and that methods and results are sensitive to other programs and political considerations. Supervisor periodically checks for technical accuracy and is available for assisting in the more unique or controversial situations.

3. Guidelines

Level 3-3 275 points

Guidelines include a variety of laws such as the National Environmental Policy Act, Clean Air Act, Threatened and Endangered Species Act, and the Wilderness Act; implementing agency regulations and directives, the U.S. Fish and Wildlife Service Fire Management Handbook, and Refuge Fire Management Plan. Professional judgement is used to select, adapt and interpret existing methods, practices, guidelines, references and instructions or to generalize from several guidelines and techniques to carry out activities and solve more complicated operational problems or facilitate the planning process. Work may include areas where precedents are inadequate and/or incomplete.

4. Complexity

Level 4-3 150 points

The work involves various duties concerned with assessing the effects of fire on natural resources and the development of action plans as well as the execution, monitoring and

refinement of such plans. Methods used to collect and analyze data associated with plans is generally established.

Projects involve planning the details of a wide variety of projects, including training development and participation in workshops for which precedents are generally applicable.

The work entails a complex variety of administrative and technical prescribed burn and fire management support functions, each involving numerous procedures and operating requirements. Complexity exists in assessing conflicts between guidelines requiring considerable judgement in developing plans. Projects require analysis and evaluation of environmental conditions, extending traditional approaches and resourcefulness in planning an executing work. The responsibility for analyzing and predicting the effects and behaviors of fire requires judgment where errors can result in injury and death to personnel and the public, and liability.

The complexity increases when work is performed in a multi-station prescribed fire district, requiring the incumbent to provide services to individual FWS stations simultaneously.

Due to the nature of fire management work, the incumbent may have to react quickly and perform multiple, unrelated simultaneous assignments along with other competing demands in the work environment.

5. Scope and Effect

Level 5-3 150 points

The incumbent is responsible for the planning and implementation of the prescribed fire management program, which may include wildland fire use, prescribed burns, and fire effects and fire behavior monitoring. The incumbent is recognized as a professional in the fire aspect of natural resources management. Recommendations are considered to be optimum solutions and serve as the basis for determining new programs or for setting priorities for existing programs. Work will significantly influence the direction of fire management program at the station or group of stations within a prescribed fire district.

6. Personal Contacts

Level 6-2 25 points

Contacts include, but are not limited to, coworkers, professionals, and technicians involved in fire management and fire research, such as the USDA Forest Service, Bureau of Land Management, National Park Service, and state and local air quality agencies; a variety of State, Native American Tribal, and other agency officials; representatives or officials of conservation organizations, universities, the media; and, local citizens and contractors, and Service personnel at all levels. Contacts are performed as formal presentations, interviews, informal exchanges, written reports, and correspondence.

7. Purpose of Contacts

Level 7-2 50 points

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Level 7-2 50 points

Contacts are for data gathering and analysis, information exchange, training, formulation of new projects, development of interagency agreements, and explanation of programs, particularly their controversial aspects. Contacts may take place under adverse conditions. Contacts are often oriented toward information gathering for the development or refinement of various kinds of resource management programs at the station, field area, and national level.

8. Physical Demands

Level 8-2 20 points

Some of the work is sedentary, usually performed in an office. Strenuous physical activity can be expected when field duties includes fire suppression and prescribed fire activities. A level of physical fitness is required to allow the employee to work under periods of stress and physical exertion such as walking in rough terrain during field inspections and on fire assignments. At times, travel by light fixed-wing or helicopter is required. Fire assignments require a physical fitness level meeting the requirements of 310-1, Wildland Fire Qualification Subsystem Guide.

9. Work Environment

Level 9-2 20 points

The incumbent's work will be performed both in the field and in offices. Incumbent may be required to work under hazardous conditions encountered in prescribed burning and fire suppression (excessive heat, smoke, dust, rough terrain, sharp hand tools, motorized equipment, and insects). Many of these same conditions will prevail during other regular field activities. Incumbent must wear protective clothing and other safety equipment. Incumbent is required to obtain and properly wear uniform components within class B and C.

Additional employment information: subject to random drug testing, employment medical, valid drivers license and travel. Vacancy announcements must also include "Travel in Government aircraft may be required which may affect employee's private life insurance policies."

Total points 1915. GS-9, 1855 - 2100

Selective Placement factors for placement and promotion:

At the GS-9, Certified as a Prescribed Burn Boss type II (RXB2) or higher AND an Incident Commander type 4 (ICT4) or higher within the National Wildfire Coordinating Group (NWCG) fire qualifications system.

At the GS-7, Certified as a Prescribed Burn Boss type III (RXB3) or higher AND a Single Resource Boss or higher within the National Wildfire Coordinating Group (NWCG) fire qualifications system.